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12 June 1967

MEMORANDUM FOR: Acting Director of Research and Development

THROUGH : Special Administrative Panel

SUBJECT : Promotion Action [REDACTED] 25X1A9a

25X1A9a

1. [REDACTED] joined the Administrative Staff on 29 August 1966. Since her EOD date, her proficiency in carrying out the variety of requirements of the Administrative Office has increased considerably. She has been given increasing responsibilities and has responded in a more than satisfactory manner and at a level somewhat higher than her current grade GS-4, Step 1 indicates.

25X1A9a 2. [REDACTED] has shown increasing initiative in the handling of contractual and logistics support requirements and is considered a definite asset to the Administrative Staff.

25X1A9a 3. Due to the increasing workload required for contracts administration, [REDACTED] has been trained in basic ADP and its application to administrative procedures. 25X1A9a

4. It is recommended therefore that [REDACTED] be promoted to GS-5.

25X1A9a

[REDACTED]
Administrative Officer
Office of Research and Development

APPROVAL:

25X1A9a

[REDACTED]
Acting Director
of
Research and Development

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GROUP 1
Excluded from automatic
downgrading and
declassification